

**DUTY STATEMENT**  
**DEPARTMENT OF STATE HOSPITALS - ATASCADERO**  
**GENERAL SERVICES**

<b>JOB CLASSIFICATION: CUSTODIAN I</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Under supervision, to perform janitorial duties in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise patients; and do other related work.

50%                    **Cleaning; must have sufficient physical agility to perform assigned duties** such as; dusting, polishing cabinets and furniture/woodwork; cleaning ceilings walls, window shades, light fixtures, interior glass partitions, venetian blinds, sweeps, mops, waxes floor, vacuums rugs/carpets. Empties/cleans waste receptacles, cleans stairwells, hallways, restrooms, offices, lobbies, refills lavatory dispensers and follows the Safety Data Sheets (SDS).

50%                    **Operate housekeeping equipment; must be able to steer and control equipment and be able to lift 45 lbs. and push and pull 25 lbs.** May operate a freight or passenger elevator, operates scrubbers, buffers and other equipment and machinery. Ensures that assigned areas will meet Hospital Standards, Infection Control Standards, Licensing, Environmental, and Joint Commission Standards.

**2. SUPERVISION RECEIVED**

Custodian Supervisor I

**3. SUPERVISION EXERCISED**

N/A

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Methods, materials, chemicals, disinfectants, and equipment used in janitorial work; and safety practices in janitorial work.

**ABILITY TO:**

Use and care for janitorial equipment and supplies; follow directions; and communicate effectively at a level appropriate to the classification.

**5. REQUIRED COMPETENCIES**

Custodian I – General Services  
Approved by HR 10/29/19 ew

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### **INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

### **CPR (at facility's option)**

Maintains current certification.

### **AGE SPECIFIC**

Provides services commensurate with age of clients/patients being served. Demonstrates knowledge of growth and development of the following age categories:

☐ Pediatric      ☐ Adolescent      ☐ Adult      ☐ Geriatric

### **THERAPEUTIC STRATEGIES & INTERVENTIONS (at facility's option)**

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (TSI).

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

### **SITE SPECIFIC COMPETENCIES**

- Demonstrate proficiency in removal of old floor finish and application of new floor finish.
- Demonstrate ability to use proper techniques when cleaning, disinfecting and sanitizing surface areas throughout assigned work areas.
- Follow Universal Blood and Body Fluid Clean - up as directed in the DSH-A Infection Control Manual.
- Demonstrate professional interactions with patients and maintain therapeutic boundaries.

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Ability to operate housekeeping equipment: floor scrubber, electric cart, floor

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burnisher, floor auto scrubber, factory cat sweeper, mechanical/battery operated vacuum sweeper and operate the scissors lift.

### **6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

**NOT APPLICABLE**

### **7. TRAINING - Training Category = 10**

The employee is required to keep current with the completion of all required training.

### **8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Officer's Signature

\_\_\_\_\_  
Date